

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
Division for the Visually Impaired
1901 N DuPont Hwy.
Biggs Bldg. Conference Room
New Castle, DE 19720

August 21, 2018, Meeting Minutes

Members Present: Doyle Dobbins (Vice Chair), Thomas Cook, Ability Network of Delaware, (A.N.D./Ex-Officio), Jamie Johnstone, Department of Finance, Cynthia Fairwell, Department of Labor, Vocational Rehabilitation, (DOL/VR),

Members Absent: Dean Stotler, Director, Government Support Services, Elisha Jenkins, Director, Division for the Visually Impaired (DVI/EX-Officio),

Present by Phone: Julie (Jo) Donoghue, Counsel, Delaware Attorney General's Office, (DAG/Counsel), Carvella Jackson, (member)

Others Present Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI), Patti Farrer, The Precisionists, Inc. (TPI)

A quorum was determined and the meeting was called to order at 2:05 PM

Approval of Minutes:

Carvella Jackson moved to accept the July 17, 2018; Jamie Johnstone seconded the motion. The motion carried.

Old Business: None

New Business:

Ability Network of Delaware (A.N. D.) Request to release Secured Document Destruction (GSS11608-DOC_DESTRUCT) from Set Aside Contract.

Cynthia Fairwell made a motion to release Secured Document Destruction (GSS11608-DOC_DESTRUCT) from Set Aside; Carvella Jackson seconded the motion. A vote was taken. All present were in favor. Motion carried.

Ability Network of Delaware (A.N.D). Set Aside Request for Records Management Specialist and Sr. Data Entry Technician positions:

Cynthia Fairwell made the motion to accept A.N.D.'s Proposal for two Set Aside positions (Sr. Data Entry Technicians and Records Management Specialist) with amended pricing at the second vote. Carvella Jackson seconded the motion. A vote was taken. All present were in favor. Motion carried. The required second vote will occur at the next meeting on September 18, 2018.

Report of the Chair:

The Chair reported one vacancy of the Commission has been filled.

Report of the Sub-Committees:
Regulations Sub-Committee- No Report.

Central Non-Profit Agencies Subcommittee: No report

Report-Ability Network of Delaware (A.N.D)

Thomas Cook reported that the Annual Report final draft will be ready approximately one week prior to the September 18, 2018 meeting for review by the Commission. Feedback is requested by September 4, 2018. Thomas Cook presented the question of whether data from the Business Enterprise Program (BEP) as referenced in the law be addressed in the annual report to the Governor. The response from the Vice Chair is that the question needs addressing with the Division for the Visually Impaired's Director.

The response given from the Division for the Visually Impaired on September 14, 2018: The Division does not have any information to add to the Annual Report. Our position is this is not in the scope.

Thomas Cook also reported A.N.D. intends to:

- 1) research the need and implications to adjust State Agencies' Department position pricing for existing contracts.
- 2) and is also considering dual assignments for positions instead of transferring from one entity to another.

Public Comment: None

Adjournment:

Meeting was adjourned by the Chair at 3:05 PM

Next meeting date Tuesday, September 18, 2018

Respectfully submitted,
Michele Hamilton
Administrative Specialist
Division for the Visually Impaired
August 31, 2018